



SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

CHIP Letter: 04-E-C
RHS Letter : 04-E-R
Date Issued: June 16, 2004

TO: CALIFORNIA HEALTHCARE FOR INDIGENTS PROGRAM (CHIP)
AND RURAL HEALTH SERVICES (RHS) PROGRAM CONTACTS

SUBJECT: DOCUMENTS/REPORTS DUE FOR FISCAL YEAR (FY) 2004-05

Enclosed is a listing of the documents/reports required to be completed by all counties participating in the FY 2004-05 CHIP/RHS Program, pursuant to Welfare and Institutions Code, Sections 16916, 16938, and 16980. Please note that the Department of Health Services (DHS) is required to withhold CHIP/RHS Program payments until the required documents/reports are submitted.

We encourage counties to submit the documents/reports to the DHS by the due dates specified in the enclosed listing, so our staff can review and approve the documents/reports without delaying the payment process. Please be aware that in some instances the submissions of multiple documents/reports are necessary before a CHIP/RHS Program payment is authorized. To ensure timely review by our staff, the documents/reports must be complete, reflect the information necessary for DHS approval, specify a contact person for questions regarding its preparation, and be signed by the appropriate county official(s).

Counties are encouraged to go to the CHIP/RHS Program website to obtain all necessary report instructions and forms. The CHIP/RHS County letters can be viewed at:

http://www.dhs.ca.gov/hisp/ochs/chsu/CHIPRHS_County_Letters.htm

These documents are available in Microsoft Word/Excel or Adobe Acrobat formats.

CHIP/RHS Program Contacts
Page 2
June 16, 2004

If you have any questions or anticipate a delay in the submission of any of these documents/reports, do not hesitate to contact your County Health Services or Medically Indigent Care and Reporting Systems' analyst at (916) 552-8016.

Sincerely,

ORIGINAL SIGNED BY NANCY HAYWARD

Nancy E. Hayward, Chief
Medically Indigent Services Section

Enclosure

cc: Mr. Gregory A. Franklin, M.H.A.
Deputy Director
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Health Information and
Strategic Planning Division
MS 5000
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Sacramento, CA 95899-7413

Ms. Eileen Eastman
Executive Secretary
Department of Health Services
California Conference of Local
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P.O. Box 997413
Sacramento, CA 95899-7413

Ms. Judith Reigel
Executive Officer
County Health Executives
Association of California
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County Auditor-Controller Contacts

Board of Supervisors Contacts

**FISCAL YEAR (FY) 2004-05
California Healthcare for Indigents Program (CHIP)
Rural Health Services (RHS) Program
Due Dates and Payment Month(s)**

<u>Document/Report</u>	<u>Due Dates</u>	<u>Payment Month(s)</u>
FY 2002-2003 MICRS Actual Annual AND FY 2004-05 CHIP/RHS Application	06-30-04 09-15-04	July-November

FY 2003-2004 Preliminary Annual Trust Fund	11-15-04	December

FY 2004-05 CHIP/RHS Expenditure Description AND FY 2003-2004 MICRS Estimated Annual	12-15-04 12-31-04	January

FY 2004-05 CHIP/RHS Executed Standard Agreement	01-15-05	February-April

FY 2003-2004 Report of Actual Financial Data AND FY 2003-2004 Final Annual Trust Fund	04-15-05 04-15-05	May-June